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MASTER FILE

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Subject: Requested Files of Census 2000 Preliminary Mail Return Rates
 and Preliminary Final Mail Return Rates at the Collection Tract
 and County Levels

I. INTRODUCTION

This memorandum provides information on the ASCII files containing county-level and Census 2000 collection tract-level mail return rates as of April 18, 2000 and final return rates as of December 31, 2000 for Census 2000. Note that these data have not been through the official Quality Assurance process, thus they are preliminary. The following sections provide information on the data source for the return rates, the definition and calculation of the rates, and the layout and location of the files.

II. BACKGROUND

Mail return rate refers to the number of occupied housing units with corresponding non-blank questionnaires checked in by the late cut for Nonresponse Followup (NRFU) over the number of occupied housing units that were in the mailback universe. Those non-blank questionnaires include actual mail return questionnaires, Be Counted Forms (BCF), internet returns, and responses via Telephone Questionnaire Assistance (TQA).

The calculation of these rates is restricted to housing units that are in one of the mailback Type of Enumeration Areas (TEAs) - Mailout/Mailback (TEA 1), Update/Leave (TEA 2), Military (TEA 6), Urban Update/Leave (TEA 7), or Mailout/Mailback converted to Update/Leave (TEA 9). Occupied housing units added during update/leave or urban update/leave that were provided with a mailback questionnaire were included. The mail return check-in month and day variable indicates if a given housing unit identification

number had a corresponding mail return check-in by the time of the late cut for NRFU (as of April 18, 2000). Eligible mail returns checked in by this date were included in the mail return rate numerators.

The final mail return rates have the same denominator as the mail return rates. The numerators of the final mail return rates include all mail returns through December 31, 2000.

As stated previously, pending completion of the full Quality Assurance procedure for the Census 2000 Evaluation Program, the return rates in these files are considered preliminary.

III. DATA

A. Source

The source of data for calculating these rates is the Hundred percent Census Edited File with the reinstated housing unit IDs (HCEF_D') created by the Decennial Systems and Contract Management Office (DSCMO) and converted into state-level SAS datasets. For information on the layout and contents of the HCEF_D', see the HCEF documentation (Philipp 2000). The data capture variables from the Decennial Response File (DRF-2) also were used in the return rate calculations. The SAS datasets containing housing unit variables were merged with those containing block variables before calculating the rates as described in the study plan for the mail return rates evaluation (Hogan 2001).

B. Description and Layout

County Files:

<u>Variable Description</u>	<u>Position</u>	<u>Length</u>
State FIPS code	1 - 2	2
County FIPS code	4 - 6	3
Return rate	8 - 12	5
Short form return rate	14 - 18	5
Long form return rate	20 - 24	5

The data files specified consist of 52 state-level files (which include the District of Columbia and Puerto Rico) for the mail return rates and 52 state-level files for the final mail return rates. Each file consists of the return rates (total) and the return rates by form type (short form v. long form) for all of the counties in the state by state FIPS code and county FIPS code. Only those counties that contained at least

one housing unit in the denominator are included in these files. The rates are expressed as a percentage rounded to the nearest tenth percentage point.

Tract Files:

<u>Variable Description</u>	<u>Position</u>	<u>Length</u>
State FIPS code	1 - 2	2
County FIPS code	4 - 6	3
Collection census tract number	8 - 13	6
Return rate	15 - 19	5
Short form return rate	21-25	5
Long form return rate	27-31	5

The data files specified consist of 52 state-level files (which include the District of Columbia and Puerto Rico) for the mail return rates and 52 state-level files for the final mail return rates. Each file consists of the return rates (total) and the return rates by form type (short form v. long form) for all of the collection census tracts in the state by state FIPS code, county FIPS code, and census collection tract number. Only those tracts that contained at least one housing unit in the denominator are included in these files. The rates are expressed as a percentage rounded to the nearest tenth percentage point.

C. File Location

County Files

Mail Return Rates:

The name of each ASCII file is *COUNTY_RETURN_%%.DAT* where %% is the FIPS code for each state. The appendix to this document lists the FIPS code for each state.

The files are located on the ALPHA VAX (DMBA01) in the directory DSSD_CD2:[DATA_RELEASE.RETURN_RATES.COUNTY].

Final Mail Return Rates:

The name of each ASCII file is *COU_FINALRETURN_%%.DAT* where %% is the FIPS code for each state.

The files are located on the ALPHA VAX (DMBA01) in the directory DSSD_CD2:[DATA_RELEASE.RETURN_RATES.FINAL_COUNTY].

Collection Tract Files

Mail Return Rates:

The name of each ASCII file is *RETURN_%%.DAT* where %% is the FIPS code for each state.

The files are located on the ALPHA VAX (DMBA01) in the directory DSSD_CD2:[DATA_RELEASE.RETURN_RATES.TRACT].

Final Mail Return Rates:

The name of each ASCII file is *FINALRETURN_%%.DAT* where %% is the FIPS code for each state.

The files are located on the ALPHA VAX (DMBA01) in the directory DSSD_CD2:[DATA_RELEASE.RETURN_RATES.FINAL_TRACT].

IV. REFERENCES

- Hogan, Howard (2000). "Documentation of Response and Return Rates Definitions for Census 2000," Census 2000 Decision Memorandum No. 111.
- Hogan, Howard (2001). "Study of Census 2000 Mail Return Rates," Census 2000 Operational Summary: Study Plan A.7.b. June 20, 2001.
- Philipp, Dan (2000). "Hundred Percent Census Edited File (HCEF)," Census 2000 Documentation. April 30, 2001.

Attachment

Two CDs

Table A: FIPS Codes for States

State	FIPS Code	State	FIPS Code
Alabama	01	Montana	30
Alaska	02	Nebraska	31
Arizona	04	Nevada	32
Arkansas	05	New Hampshire	33
California	06	New Jersey	34
Colorado	08	New Mexico	35
Connecticut	09	New York	36
Delaware	10	North Carolina	37
District of Columbia	11	North Dakota	38
Florida	12	Ohio	39
Georgia	13	Oklahoma	40
Hawaii	15	Oregon	41
Idaho	16	Pennsylvania	42
Illinois	17	Rhode Island	44
Indiana	18	South Carolina	45
Iowa	19	South Dakota	46
Kansas	20	Tennessee	47
Kentucky	21	Texas	48
Louisiana	22	Utah	49
Maine	23	Vermont	50
Maryland	24	Virginia	51
Massachusetts	25	Washington	53
Michigan	26	West Virginia	54
Minnesota	27	Wisconsin	55
Mississippi	28	Wyoming	56
Missouri	29	Puerto Rico	72